

BALDWIN TOWNSHIP

SERVICE EMPLOYEES' PENSION PLAN

REQUEST FOR PROPOSAL FOR ACTUARIAL SERVICES

AUGUST, 2010

(responses due on or before August 23, 2010)

Introduction

The following pages are the Township's format for requesting proposals for actuarial services for its Police Pension Plan in compliance with Act 44 of 2009. As a minimum, applicants must provide the information requested in the italicized sections of the proposal. Of course the applicant is free to include additional information as is deemed appropriate.

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A. Services Requested

The Township is seeking actuarial services related to its Service Employees' Pension Plan. Provide your rate quote based upon the two-year reporting cycle beginning January 1, 2011.

B. Specifications Relating to the Services Requested

The Plan has self-directed account balances; therefore neither annual allocations nor benefit statements are required. The anticipated standard services are detailed below:

- Completion of Act 205 filing
- Annual preparation of the Minimum Municipal Obligation (MMO) forms
- Assisting the Township auditor in preparing Government Accounting Standards Board (GASB) Statement #s 25 and 40
- One meeting within the cycle to address Township's questions and concerns
- Routine correspondence and phone calls regarding the Plan

In the cover letter forwarding the completed proposal, please specify the fees to be charged for the services outlined above. Also provide the fee for processing a benefit certification (retirement, vested termination, employee contribution refund) whether a quote or final calculation.

C. Procedures

In order to compete for this work, a response to the RFPs should be made as per the RFP and should be delivered by on or before **August 23, 2010** to:

Mary McGinley, Manager
Township of Baldwin
10 Community Park Drive
Pittsburgh, PA 15234

The Proposals will be reviewed and evaluated to determine the most qualified and include a review of the applicant's qualifications, experience, expertise and fees to be charged. Note that the engagement will not necessarily be awarded to the lowest bidder and interview of certain respondents may or may not be utilized.

The successful bidder will be engaged to provide actuarial services to the Township. It is understood that any of the standard services completed for the two year cycle ending December 31, 2010 will be billed based upon the services provided but not to exceed a pro rata portion of the standard fee quoted for the two year cycle beginning January 1, 2011. It is also understood that fees for anticipated services other than those listed in Section B, such as cost studies, document review, response to a State audit finding, will be quoted to the Township before commencement.

Note that the Township may terminate this contract at any time without any notice and that the successful bidder may terminate upon 60 days written notice. There shall be no charges or fees for termination. The Township shall, however, pay for any services which were provided through the date of termination.

Note also that the term of the relationship shall automatically continue or "evergreen" at the end of each two year cycle unless the relationship is terminated by one of the parties pursuant to the terms above.

D. Firm Description

Below provide general details on your firm including location, number of clients, number of governmental plans for which you provide services and employees and total services offered. Also specify the amount of Errors and Omissions coverage carried.

E. Individuals Providing Services

Below please list the individuals who will be providing services to the Plan. A brief biographical summary of each should at minimum include the individual's title, professional designations and number of years of experience in the actuarial field. Also the responsibilities for providing services assigned to the individuals should be listed. Include any advisors or subcontractors to be employed.

F. Disclosure Form

Complete the following form:

1. *List the names and titles of each individual who will be providing professional services relative to this contract including advisors and subcontractors.*

2. *Relative to question 1 above, describe the following:*
 - A. *Are any of the above current or former officials or employees of Baldwin Township? When were they last employed by Baldwin Township?*

 - B. *Are any of the above a registered federal or state lobbyist?*

 - C. *What are the responsibilities of each individual with regard to the proposed services?*

3. *Have you in the last year or do you now retain a third-party intermediary, agent or lobbyist to directly or indirectly communicate with Baldwin Township? If so, please describe.*

4. *Has your firm or anyone in your firm solicited a contribution to any municipal official or candidate for municipal office in Baldwin Township or to the political party or political actions committee of an official at Baldwin Township or candidate for elected office at Baldwin Township?*

5. *Confirm that no one at your firm (after August 1, 2010) will communicate with (or cause or agree to allow a third party to) communicate with officials or employees of Baldwin Township except for requests for technical clarification which should be directed to Mary McGinley.*

6. *List all contributions made by your firm or an Affiliated Entity to a municipal official or candidate for office in Baldwin Township made on or after December 17, 2009. An affiliated entity means:*
 - (1) *A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm.*
 - (2) *An organization recognized by the Internal Revenue Service as a tax-exempt organization under Section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. §501(c)) established by a lobbyist or lobbying firm or an affiliated entity.*

7. *List any direct financial, commercial or business relationship with any municipal official or pension system of Baldwin Township held by your firm or any Affiliated Entity.*

8. *List any gift including money, services, loan, travel, lodging, entertainment, discount or other thing of value, to any official, employee of Baldwin Township or a fiduciary of its pension plan.*

9. *Confirm that no one at your firm or an Affiliated Entity was employed by Baldwin Township in the last 12 months.*

10. *List any other disclosures made pursuant to Act 44 of 2009.*